

*LTR*

*AF 33(657)12846*

*eff. 3/23/64*

**20 MAR 1964**

STAT

SUBJECT: Request for Proposal on EHR Subsystem

TO: Airborne Instruments Laboratory  
A Division of Gutler-Hammer, Inc.  
Comas Road  
Dear Park, New York

STAT

1. It is requested that your firm submit a proposal for the furnishing of items described in Exhibit "A" by the close of business day on 1964.

**25 APR**

2. The proposal will be submitted in letter form in three copies, specifying acceptance or identifying areas of non-acceptance of the terms and conditions set forth herein. All copies of the proposal are to be signed by an individual authorized to commit your company and forwarded by registered mail or handcarried to the System Program Office. The mailing address is as follows:

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3. The proposal should indicate the offeror's position with regard to the clauses set forth in Exhibit "B".

4. Cost Data

a. Your proposal must be accompanied by a completed DD-633 or equivalent. You are urged to submit such other supporting cost data, in addition to that required by the DD-633, if in your opinion it will facilitate review and understanding of your proposal. If for cogent reasons you are of the opinion that use of DD-633 is impracticable, data sufficient for evaluation and analysis of the proposal may be submitted in lieu thereof, in a format acceptable to the procuring Contracting Officer.

b. Offeror is advised that a Certificate of Current Cost or Pricing Data will be required in the form set forth in ASPR 3-807.4 (current issue).

5. Type of Contract

A fixed price type of contract is preferred. However, you may propose an alternate type contract if, in your opinion, a fixed price type of contract is not appropriate.

6. Facilities

a. Your proposal should indicate any facility expansions and/or furnishing of new facilities that may be required from the Government as a result of this procurement.

b. It is recognized that your firm or your subcontractors may now have facilities furnished by the Government. In this event, your proposal should state:

(1) Whether or not such facilities will be required in the performance of any resultant contract.

(2) The extent of such use.

(3) Whether or not your proposed price is based on use of such Government furnished facilities on a "no charge basis".

(4) If (3) above is answered in the affirmative, your proposal should state:

(a) whether or not you could perform the contract in the event use of such facilities is not authorized.

(b) The increase in price that would result from non-authorization to use such facilities and/or

(c) The rental charge use computed in accordance with AFPI 13-407(a).

c. The proposal is to contain a statement as to which Service, if any, of the DOD the facilities are assigned.

7. Special Production Tooling and Test Equipment

a. Previously acquired: In the event that offeror requests permission to use previously acquired Special Production Tooling/Test Equipment in which the right to title is vested in the Government, his proposal shall so state indicating:

(1) Identification numbers of the contracts to which the tooling/test equipment is charged.

(2) Extent of such tooling/test equipment as it relates to interference, or non-interference with the purpose for which it was originally acquired.

b. New Tooling and Test Equipment: Your proposal must specifically identify the cost attributable to such tooling/test equipment if its

acquisition or fabrication cost is included in your proposal. You should be prepared, at time of negotiation, to fully support your need for and the cost estimates for such special tooling/test equipment.

8. Government Property

If the offeror requires the use of any Government property and/or GFAE in the performance of a contract resulting from this procurement, his proposal shall contain a list of such property and/or equipment and a brief explanation of reasons why the Government should furnish such items with particular emphasis on any savings that may accrue to the Government if such property is furnished. The format specified under Exhibit "F" will be used to identify the equipment required.

9. Contractor should furnish a list of major subcontracted items including the name of the suppliers and the dollar amounts associated therewith. This list will be submitted with the proposal.

10. Inspection and Acceptance

It is contemplated that final inspection and acceptance shall be accomplished at destination for all hardware items upon contractor's compliance with applicable specifications in terms of the contract. Final inspection and acceptance of drawings, reports, and other non-hardware items shall be at destination. Acceptance of contract hardware items will be accomplished by execution of DD Form 250 signed by a designated representative of the SPO.

11. The offeror is prohibited from issuing news releases, making public announcements, or releasing any information concerning the proposed procurement. The contractor must assure that his subcontractors or vendors also comply with this directive.

7 Atchs

1. Exhibit "A"
2. Exhibit "B"
3. Exhibit "C-1"
4. Exhibit "C-2"
5. Exhibit "D"
6. Exhibit "E"
7. Exhibit "F"



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EXHIBIT A

Statement of Work

EMR Subsystem

Item I

Six (6) each sets of EMR equipment manufactured in accordance with EMR System Performance Specification 1912-SPS-1 Rev. C, Vol. I dated 9 January 1964 incorporated herein by reference. Fixes resulting from Cat I testing will be incorporated in the equipment above.

Item II

Spare Parts for Item I shall be administered in accordance with Exhibit "E" attached.

Item III

The Contractor shall develop, fabricate, assemble and test Aerospace Ground Equipment whose performance, physical and electrical design shall be in accordance with the operational AGE requirements defined in document 1940 AGE-1 dated 14 February 1964 incorporated herein by reference.

The administration of the AGE Equipment shall be processed in accordance with Exhibit "D" attached.

Item IV

Spares for Item III shall be processed, identified and priced as specified in Exhibit "E" attached.

Item V

Contractor will initiate and maintain configuration control concurrent with drawing release for 1st production item. Group II changes as defined in ANA Bulletin 445 dated 12 July 1963 will be controlled by the Contractor's internal procedures. All other changes shall be administered in accordance with Exhibits "C-1" and "C-2" attached. 7

Item VI - Data

A. The following handbooks and manuals shall be provided:

- (1) Operating Instructions for EMR and AGE suitable for incorporation in the R-12 Flight Manual.
- (2) Operating and Maintenance Handbooks for flight line operation, checkout and fault location.
- (3) Operating and Maintenance Handbooks for base shops used in testing, calibrating alignment and repair of AGE and the complete system.
- (4) Program Handbooks for the SCL and other programmable computers in the EMR and AGE.

It may be assumed that handbooks from the prototype program will be updated and released in accordance with good commercial practice. Initial production handbooks will be delivered prior to Cat III testing and kept up to date during the Cat III program. A final revision will be made within ninety (90) days subsequent to Cat III testing. It may be assumed that no IPB's or Federal Stock Catalogs will be required.

B. The Contractor will maintain current at his facility complete manufacturing drawings in accordance with the Contractor's standard in-house change control reflecting the configuration of all delivered equipment under Items I and III above. Said drawings shall be delivered to the SPO upon termination of the contract.

Notwithstanding the above, the Government retains the right to enter into negotiations with the Contractor, for the life of any contemplated contract or any subsequent contract for similar items, to obtain drawings which meet military specifications.

C. Informal letter type Monthly Progress Reports and Monthly Financial Reports in accordance with format established by the SPO shall be delivered to the SPO by the 15th day of the month. The reports shall cover the events of the preceding month.

Item VII

Materials and services for training system operators (aircrew) and maintenance personnel shall be provided. Training equipment may include viewgraphs, charts, film strips, mock-ups, and MTU type trainers as approved by the SPO. Training courses of two (2) types are required. Type I is a Theory and Operation Course designed to provide familiarization training for aircrews and training of flight line maintenance crews on ground checkout and fault location. Type II will be a Maintenance Course designed to teach shop maintenance to the depot level of repair and to include maintenance of AGE.

Item VIII

A. Special tooling, facilities, or equipment required for production of Items I and III.

B. Special tooling, facilities or equipment required to provide depot maintenance at the operating location. Production equipment and tooling shall be used to the maximum extent. The field shop equipment provided for Cat I and Cat II testing will be the foundation on which the depot repair facility will be built.

Depot level repair is defined as repair of all items of equipment where repair requires equipment and skills not normally found in a base field shop. In general, modules such as printed circuit board, transmitter tubes, motors, etc., will be depot repair items.

Item IX

Air Vehicle Integration - The Contractor will submit estimated costs for the assistance to the air vehicle contractor in the installation, ground check and flight sell-off of all items delivered under Item I above.

Item X - Delivery Schedule

Item I - 1 Jul 65    Sep    Nov    Jan 66    Mar    May  
                    1            1            1            1            1            1

Item II - To be negotiated

Item III - To be negotiated

Item IV - To be negotiated

Item V - As required

Item VI - As specified therein

Item VII - To be negotiated

Item VIII - As required

Item IX - To be determined

Note: The Contractor will provide a tabular listing of anticipated Fiscal Year Expenditures for each item above.

EXHIBIT C-1

R-12 ENGINEERING CHANGE PROCEDURES

1. PURPOSE:

The purpose of this procedure is to provide a uniform method for proposing and recording engineering effort and changes to aircraft and equipment associated thereto. This procedure is established to provide the SPO with the necessary information to evaluate and make decisions regarding changes proposed or under consideration for adoption, and to effect necessary coordination with all interested agencies.

2. SCOPE:

This procedure covers Engineering Studies and Change Proposals affecting aircraft, aircraft equipment, support equipment and associated materiel.

3. DEFINITIONS:

a. Engineering Study

The term "Engineering Study" as used herein is any proposal to accomplish design or development effort for the purpose of arriving at a major modification; developing new equipment; prototyping fixes for service-revealed deficiencies, etc., but not including routine engineering of an in-plant, material substitution or product improvement nature.

b. Change Proposal

The term "Change Proposal" as used herein refers to any proposal to accomplish a change to an article. The Change Proposal will result in a Service Bulletin which serves as a record of the change and prescribes the method of accomplishing the change.

c. Service Bulletin

The term "Service Bulletin" as used herein refers to a publication released by the contractor which outlines the exact method of accomplishing a change to an article step-by-step including any requirement for parts and the disposition of removed parts. The Service Bulletin is normally but not necessarily the result of a Change Proposal. Service Bulletin procedures are covered in Exhibit C-2.

4. INITIATION OF PROPOSALS

a. The Engineering Study shall be initiated by the contractor, in proposal form, either on his own initiative or at the request of the SPO. This proposal will be used by the contractor to submit information such as

estimated duration of effort, informal estimate of cost and other information that will materially assist the approving agency in making decisions regarding the proposal. Approval of an Engineering Study will normally, but not necessarily, lead to development and submission of a Change Proposal. This does not mean that a Change Proposal will always be preceded by an Engineering Study.

b. The Change Proposal shall be initiated by the contractor either on his own initiative or at the request of the SPO. This proposal will be used by the contractor to submit his recommended fix to a known deficiency. It will include such factors as materials involved, estimate of cost, method of accomplishing the change and any other information considered useful to the approving agency in evaluating the desirability of such change and to effect the necessary coordination prior to approval.

c. Both Engineering Studies and Change Proposals will be forwarded direct to the SPO. At the time a proposal is requested by the buying agency, the contractor will be advised in the fullest possible detail of the desired extent and type of proposal.

d. Emergency cases requiring immediate action may be reported by wire or telephone, within security limits, direct to the SPO. Emergency cases so submitted shall be confirmed by submitting a proposal clearly identified as confirming emergency action previously taken.

e. The prime contractor shall submit proposals on equipment fabricated or subcontracted by him. The method of obtaining information and approving proposals on subject equipment shall be as the prime contractor resolves with his subcontractors.

## 5. APPROVAL OF PROPOSALS

Approval of a proposal and end item effectivity will be made by the SPO, individually by written authorization subsequent to proper coordination. Approval may be given verbally but will always be confirmed in writing. Approval of a proposal will be the contractor's authority to obtain spares requirements from the depot and to procure and/or fabricate against the requirement. This action will be immediately confirmed by the issuance of a purchase request from the Project Support Office against the applicable contract or confirmed by a communication from the Contracting Officer. Two copies of the proposal will be submitted to the SPO and one copy to the SBAMA Project Support Office (SBRS). Subsystem proposals will be submitted simultaneously to the SPO and ADP and SBAMA Project Support Office. Proposals will be prepared on a locally reproduced form containing the following information in the order outlined. (See attachment #1).

a. Firm name and address.

b. Title will be either Engineering Study or Change Proposal.



14 February 1964

EXHIBIT "D"

AEROSPACE GROUND EQUIPMENT

PART I GENERAL PROVISIONS

1. Purpose

The purpose of this document is to prescribe the procedures, terms and conditions governing the quantitative determination of the Aerospace Ground Equipment (AGE) required to support the article on contract and the furnishing of AGE to be procured under this contract.

2. General

a. To the extent that equipment is available to the contractor, all documentation required may be furnished by Electronic Accounting Machine (EAM) methods.

b. The prime contractor shall include the requirements of this document as applicable on all contracts with subcontractors or vendors for system and equipments requiring AGE.

PART II AEROSPACE GROUND EQUIPMENT REQUIREMENTS LIST (AGERL)

1. Initial Submission

As soon as possible after the item design is frozen, but not later than 30 days thereafter, the contractor shall furnish the Air Force with an AGE Requirements List in the format attached. This list shall contain all AGE, Common and Peculiar, which during the DT&E phase were:

a. Fabricated or procured.

b. Recommended and approved as GFP

c. Any new items determined to be required in Cat III testing and/or operational phase.

This list will be covered by drawings or other descriptive data for all peculiar items, and for any common item(s) recommended for modification or adaptation. The drawing and data shall be made available to the Project Support Office upon request.

2. Revisions to AGE Requirements List

After the initial submission of the AGERL, the contractor shall update the list as required.

3. Distribution

AGERL lists shall be submitted as follows:

- a. One multilith master to the Project Support Office.
- b. One copy to the SPO.

4. Expedite Submission

When in the opinion of the contractor, delay in design development and fabrication of any long lead time item(s) would result in delinquency delivery of other items, he shall so notify the SPO and the Project Support Office. Upon receipt of such notification from the contractor, the Air Force shall officially approve or disapprove the AGERL.

PART III PROCUREMENT NOTIFICATION

After review and adjustment of the AGERL by the Air Force and the contractor at the initial AGE Provisioning Conference convened by the Project Support Office, (the PSO will prepare a Purchase Request for the approved items and quantities.)

PART IV AEROSPACE GROUND EQUIPMENT EXHIBIT

If the items, prices and quantities contained in the AGERL are acceptable to the Air Force, the list shall be incorporated by supplemental agreement into the contract as the Aerospace Ground Equipment Exhibit. If the AGERL is not acceptable as submitted, prices and quantities shall be established by agreement of the parties.

PART V ADJUSTMENT IN FUNDS

1. If at any time the total estimated price of the AGE selected for procurement exceeds the dollar amount administratively reserved for AGE as known by the contractor, the contractor shall promptly notify the Contracting Officer in writing to that effect, setting forth the estimated amount of such excess.

2. Within ten (10) days after receipt of such notification, the procuring Contracting Officer shall advise the contractor either:

- a. that additional funds will be made available, or
- b. which items and quantities are to be deleted or reduced.

INSTRUCTIONS FOR AGE REQUIREMENTS LIST

To prepare the attached equipment form, the following will be used:  
(all blocks must be filled)

- |                          |   |
|--------------------------|---|
| a. Basic Date:           | Approval date of initial item.              |
| b. Latest Revision:      | Date of latest revision.                    |
| c. Stock Number:         | Assigned Federal Stock No. or Part No.      |
| d. Nomenclature:         | Enter sufficient information.               |
| e. Manufacturer Drawing: | Enter if applicable.                        |
| f. Cost:                 | Self explanatory.                           |
| g. Source of Supply:     | CFE/GFE or other.                           |
| h. Production Lead Time: | Self explanatory.                           |
| i. Date Required:        | Self explanatory.                           |
| j. Location:             | Enter amount by contract for each location. |
| k. Problem Area:         | List area and/or intended use of this item. |
| l. Remarks:              | Additional information when required.       |
| m. Superceded by:        | When replaced by new item number, list it.  |
| n. Item Number:          | Number assigned the item. One per page.     |

NOTE: All information above is mandatory except that descriptive data shall be required only to the extent necessary to support AGE provisioning activity. The descriptions are not intended in the context of a specification or handbook.

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c. Proposal Number - Each type of proposal will be numbered serially and identified with a contractor prefix. The number will serve to identify the proposal with the contractor, the type of proposal and the particular proposal. (For example: Engineering Study - LAC #2 or Change Proposal - IT-23). Revisions to a previously submitted proposal will have the same number as the original proposal followed by a dash number. (For example: Change Proposal HY-#16-1).

d. The date submitted will be provided.

e. The name of the major component shall be supplied for large complex end items such as aircraft or the name of the complete article for smaller components such as radios, instruments, etc. The model or type designation, preferably government assigned if available, will be shown.

f. Lowest Component - Furnish the most complete practical description of the lowest component affected by the change.

g. Nature of Proposal - This is one of the most important parts of the proposal. Give a full description of what the proposal entails, what equipment is involved, and what facilities are required. Any flight test requirement must be reflected. This is not to be construed as requiring details such as "change AN 3 bolts to AN 4 bolts", but sufficient information will be furnished to permit the approving agency to fully evaluate the scope of the proposal.

h. Reason for Proposal - This is again an extremely important part of the proposal. Here will be reflected the reason the proposal is being submitted, what the proposal will accomplish, and what the effect will be if the proposal is not adopted. If the proposal is based on unsatisfactory reports or field service reports, that fact will be stated. When the proposal is the result of SPO request, that fact will be stated identifying the letter, telegram, or other instrument.

i. Estimated Cost and Time Involved - An estimate of the cost and time to complete the scope of work of the proposal will be included. This estimate is for planning purposes and will not be binding upon the contractor.

j. Estimated Cost for Kits or Parts - On Change Proposals involving a kit, the estimated cost of the kit will be included if available. The proposal will not be delayed to develop this cost. Furthermore, these cost estimates are for planning and will not be binding upon the contractor.

k. Items Affected - The contractor will list at least the following items and indicate those affected, if any.

- (1) Production Effectivity and/or Retrofit Required. *new*
- (2) Safety.
- (3) Mission Effectiveness.
- (4) Performance.

- (5) Operating Procedure.
- (6) Weight or Weight and Balance.
- (7) Maintenance Procedures.
- (8) Interchangeability.
- (9) Service Life.
- (10) Tools and Support Equipment.
- (11) Data.
  - (a) Pilots Handbook.
  - (b) Maintenance Handbook.
  - (c) Overhaul Handbook.
  - (d) Parts Catalog.

l. Man-hours to Accomplish - The contractor will indicate the man-hours to accomplish a Change Proposal and the recommended level of accomplishment of field or depot/overhaul.

m. Source of Parts - The recommended source of parts for kits will be shown as contractor, vendor, or Air Force furnished.

n. Kit Availability - The approximate date kits will be available will be given.

o. Spare Parts Affected - All spare parts which will be affected by the proposal must be listed together with the recommended disposition.

## 7. MINIMUM REQUIREMENTS

Engineering Studies will contain the first nine listed items (a. thru i.) of information as a minimum. Change Proposals will contain the first eleven listed items (a. thru k.) as a minimum. All remaining information listed must be furnished before Change Proposals are incorporated as Service Bulletins.

## 8. ASSIGNMENT OF PRIORITY

Contractor will recommend the priority of effort to be assigned to a Change Proposal at the time of submission. The approving authority will assign the level of priority at the time of approval. Priorities will be defined as follows:

a. Emergency - Effort to preclude aircraft grounding or to lift an aircraft grounding or restriction seriously affecting combat readiness or mission accomplishment.

b. Urgent - Improve mission accomplishment or effectiveness and/or to correct situations bordering on safety of flight.

c. Routine - Corrective type items.



ENGINEERING STUDY <input type="checkbox"/>		CHANGE PROPOSAL <input type="checkbox"/>								
DATE 6-5-63		AFFECTS:								
NAME OF MAJOR COMPONENT	PART OR LOWEST SUBASSEMBLY	PART NO. & MODEL OR TYPE								
TITLE OF PROPOSAL: <b>INSTALL IMPROVED WING FLAP SHUT-OFF RELAY</b>										
NATURE OF PROPOSAL: Replace the LAC 613209 Wing Flap Shut-off Relay with a MS25280-1 (Leach P/N 9225-4081) Magnetic Latching Relay. The new relay is approximately 1/6 the size and 1/4 the weight of the 613209 Relay and is an approved, hermetically sealed unit. Prepare Service Bulletin & Kits for field installation.										
REASON FOR PROPOSAL: The existing Wing Flap Shut-off Relay, LAC P/N 613209, is outdated, oversized, heavy and unsealed. The relay has proven susceptible to wear and grooving of the latching mechanism due to aircraft vibration.										
ES	ESTIMATED COST AND TIME INVOLVED:									
	ADDITIONAL FUNDING REQUIRED:									
CP	ESTIMATED COST FOR KITS OR PARTS:									
	ADDITIONAL FUNDING REQUIRED:									
ITEMS AFFECTED BY PROPOSAL:										
SAFETY	MISSION EFFIC. INCREASE	PERSONAL APPEAL	OPERATING PROCEDURE	INTER. CHANGE ABILITY	WEIGHT OR WEIGHT & BALANCE	TOOLS & SUPPORT EQUIPMENT	MAINTENANCE PROCEDURE	SERVICE LIFE	FLIGHT MANUAL	MAINTENANCE MANUAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EST. MAN/HR. REQ'D. TO ACCOMPLISH CHANGE IN FIELD										
SOURCE OF PARTS FOR KIT PURCHASE						AVAILABILITY 13 WEEKS AFTER APPROVAL				
DISPOSITION OF SPARES AFFECTED										
INITIATED BY: LAC						APPROVED:				

14 February 1964

EXHIBIT "C-2"

R-12 SERVICE BULLETIN PROCEDURES

DEFINITION:

Service Bulletins are the official documents which provide service instructions concerning changes which affect the test, operation and maintenance of R-12 aircraft and equipment, including spare and support items. Instructions may pertain to testing, installation, modification, servicing, overhaul, repair, inspection, and identification of the aircraft and associated equipment.

REQUIREMENTS:

Format - The following information is the minimum to be included on the first page of all Service Bulletins. More may be added at the discretion of the supplier.

1. Service Bulletin Number - This is to be a two part number consisting of a two letter identifier which will identify the issuer and a serial number which will follow in sequence bulletins previously proposed or issued.
2. Data Block - This is a block which will contain as a minimum the page number and total number of pages, the date of release, the letter identification and date of release of all revisions to the bulletin.
3. Title - The title should be a short phrase, which may or may not be descriptive, but which identifies in an unclassified manner the change described in the bulletin.
4. Purpose - This will be a statement defining the reason the change is required and what the modification is supposed to do. Normally this statement should not exceed 50 words.
5. Application - This will identify the specific end item to which the bulletin applies. If the end item is serial number controlled, then the bulletin should list the serial numbers of those units to be modified. This is necessary for configuration control purposes.
6. When To Be Done - This must be one of the following statements as appropriate:
  - a. Prior to Next Flight (Operation) - Use this statement only if the change is mandatory to prevent loss of life or probable destruction of equipment.

b. Within Ten Days After Receipt of Kits - Use this statement only if the change is necessary to prevent injury to personnel or serious damage to the equipment.

c. At First Periodic Maintenance Cycle After Receipt of Kits - Use this statement for those changes which are installed to correct a non-disabling deficiency or improve effectiveness or reliability and which are within the field capability to perform.

d. At Next PARC (Overhaul) - Use this statement for those changes which are dictated due to part obsolescence, change in plant procedures or other problem associated with the PARC/overhaul function. Also use this statement for those improvement changes which are beyond the field capability to install and check out.

7. Estimated Manhours to Complete - Insert the number of direct man-hours required to install the change after the necessary preparation, such as panel removal, has been done.

8. Kits - For small kits of a few parts, the part numbers with recoverability and replacement code and quantities of each per kit will be listed. For large kits, identify the kit if more than one type required and list the part numbers and quantities on a separate page. Include in the kit list those drawings which are affected by the change.

9. Approximate Availability of Kits at Project Support Office - Enter the estimated date shipment of kits to the Project Support Office will commence. Allow for concurrent delivery of some supply spares, approximately one-third of the replaceable parts shipped should be spares support.

10. Weight or Weight and Balance Change (as appropriate) - Enter the weight or weight and balance change, as appropriate. If the total change is so small as to be negligible, so state this fact.

11. Spares - If spares in stock are affected by the change, i.e., must be modified to be usable or are obsolete, indicate the part numbers so affected, the required action, and the replacing part number if applicable.

12. Special Tools - If special tools are required to install, service or maintain the equipment after the modification, list them here.

13. Description of Change - This is the section that tells the installer how to do the modification in detail. Sufficient instructions should be included so that a trained mechanic with some knowledge of the equipment being modified can make the change without extensive reference to other sources of information.

14. Authority for Issue - It is mandatory that this line contain one or more of the following statements:

a. SPO message (number only) or SPO letter (dated) or verbal authorization from (initials and date).

b. Approved ECP number.

The above described minimum requirements are reflected on an attached suggested format which may or may not be followed. However, it is our intention that this information be reflected on the first page of any format adopted. Additional pages are to be used as necessary to complete information when size does not permit on first page.

DISTRIBUTION:

Distribution of Service Bulletin will be in two phases. The first phase will consist of an advanced or draft copy direct to the SPO plus concurrently ten draft copies to the PSO for further distribution. After approval, the second phase will consist of distribution of official copies in each kit plus the necessary file copies required for record purposes. Distribution will be made by the contractor initiating the Service Bulletin.

<b>SERVICE BULLETIN No.</b>		FE of _____
TITLE		DATE _____
		REV. DATE _____
PURPOSE		
APPLICATION		
WHEN TO BE DONE	EST MANHOURS TO COMPLETE	
FIT		
WEIGHT AND BALANCE CHANGE		
SPARES		
SPECIAL TOOLS		
DESCRIPTION OF CHANGE		
AUTHORITY FOR ISSUE		